

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 13-05**

<b>OPEN TO:</b> All Interested Candidates	<b>OPENING DATE:</b> January 11, 2013
<b>TITLE:</b> Development Outreach & Communications Specialist	<b>CLOSING DATE:</b> January 24, 2013
<b>GRADE:</b> FSN-10 (Rs.2,121,152 p.a. to Rs. 3,933,871 P.A.)	<b>AGENCY:</b> USAID
<b>Position No:</b> 80335-013	<b>LOCATION:</b> LAHORE

**BRIEF DESCRIPTION OF DUTIES:** The incumbent collaborates closely with the Field Office Program Officer, the Deputy Director, technical staff, and implementing partners (IPs) to develop and implement the USAID communications strategy in the Punjab. The incumbent collaborates continuously with the Public Affairs Office (PAO) at the US Consulate General, to ensure that Consulate General personnel are properly apprised of USAID public activities and projects; and serves as principal Field Office liaison with the USAID Bureau of Legislative and Public Affairs (LPA), working closely with counterparts in Islamabad. The incumbent supports in the achievement of USAID's objectives by producing and disseminating public information about USAID economic growth, governance, health, infrastructure, and education program activities in the Punjab, and by educating and promoting a better understanding of USAID programs/projects/ activities. The incumbent is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in the Punjab, and throughout Pakistan. The incumbent serves as the primary Lahore Field Office point of contact and liaison for information requests.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of a Bachelors degree (fourteen years of education) in journalism, public relations, communications, or a related field, is required.

**EXPERIENCE:** A minimum of three years of progressively responsible, job-related, professional-level experience in communications, marketing, public relations or journalism, and which includes experience in disseminating information to a variety of target audiences, is required.

**LANGUAGE:** Level IV (fluent) English language proficiency, both in speaking and in writing, as well as written and spoken Urdu proficiency, are required. A good working knowledge of Punjabi or Saraiki, or another language spoken in the Punjab Province, is also required.

**KNOWLEDGE:** Incumbent must have a good knowledge and understanding of host-country historical, economic, social, cultural and political characteristics. Must understand the current development prospects for Pakistan and the Punjab, as well as host-government priorities and resources. An understanding of the general level of development in the region is required. Must have a thorough knowledge of the principles, methods, practices, and techniques of communication, and must be skilled in applying such knowledge to develop written information materials for dissemination through a variety of media. Must be able to determine and effectively use the most appropriate means for transmitting information, and must evaluate the effectiveness of plans to communicate with targeted audiences. Must effectively communicate in writing to develop news releases, feature stories, background statements, fact sheets, media spots, and scripts that effectively transmit information about complex programs/projects/activities and functions. Must have a good knowledge of graphic design, printing, and publishing processes and the ability to oversee publishing houses. A general understanding of procurement processes and a broad understanding of issues related to international development are required.

**ABILITIES & SKILLS:** The incumbent must have excellent oral and written communications skills, including news and technical writing, and editing and research skills. He or she must have strong organizational and project management skills and be able to work effectively in a multi-cultural work environment. Must be able to work independently, take the initiative once guidance is provided, and manage several activities at once while working under pressure to meet deadlines. Must have strong interpersonal skills and a demonstrated ability to establish and maintain collegial relations with press and media contacts, as well as counterparts from other USG agencies and implementing partners. Must handle interactions with high-level dignitaries and officials with maturity and confidence. Must be able/willing to travel throughout the Punjab Province to organize and implement outreach events and visit project sites. Excellent computer

skills in MS Office Suite are required. Must have some basic expertise in web design, DreamWorks, Acrobat and other page making software.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 13-05) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: January 24, 2013**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.